

## Dear Student:

Welcome to Capital Area School for the Arts Charter School! You are embarking on an exciting educational experience where premier arts education meets high quality, standards-based academics.

CASA is committed to:

- \*placing students in classrooms in downtown sites in and near local arts and educational organizations.
- \*employing Pennsylvania certified teachers and professional guest artists as instructors in advanced courses in the arts, including master classes, lectures, and symposia.
- \*teaching a high quality, standards-based, hybrid academic curriculum.
- \*keeping classes small so that students receive individualized instruction.
- \*developing a 21st century learning environment.
- \*offering opportunities for independent project work, portfolio development, and community service.
- \*meeting and exceeding state standards.
- \*upholding an admissions process that is competitive and based on high artistic performance standards.
- \*providing career counseling, including the college and university admission process.
- \*offering professional development opportunities for teachers.
- \*providing preparation and coaching for special academic and artistic programs.

This student handbook contains important information regarding the school's procedures and policies. Other governing documents are also found on our website at [casa-arts.org](http://casa-arts.org). We urge you to read them carefully and to direct any questions that you may have to the school administration. The administration and staff of CASA Charter School desire to provide excellence in arts and academics and encourage active communication with students and parents. Have a great year!

Sincerely,

Mr. Timothy R. Wendling, Chief Executive Officer

## STUDENT ATTENDANCE

Capital Area School for the Arts Charter School believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents/guardians are required to ensure their child maintains good attendance. **Attendance at all after-school rehearsals and performances is also mandatory.**

Attendance shall be required of all students enrolled in the charter school during the days and hours that school is in session. Absences covered by this policy are of two types, excused and unexcused. **\*Excuse notes are located on the CASA website under the Resources section.\***

### EXCUSED ABSENCES:

An excused absence is an absence with a *properly documented excuse or note submitted within three (3) school days upon return*. Students are *permitted one (1) school day per excused day absent to complete live-taught courses' missed assignments/tests*. Failure to complete missed assignments within the one (1) day per excused day window of time will result in decreased credit for the class(es). *Every absence must be verified by an excuse or parental note indicating generally the reason for the absence or verified by a note from a licensed medical professional for absences occurring for three (3) or more consecutive days*. A student may reach a *total of ten (10) excused absences per school year*. Parents will receive written notice from the administration when their child has accumulated a total of ten (10) days of absence. Any student accumulating ten (10) days of absence may be required to submit a signed doctor's note for each subsequent day of absence or the absence shall be unexcused. The following conditions or situations constitute reasonable cause for an absence from school to be excused:

1. Illness, injury or medical condition or disability that prevents a child from attending. In the case of chronic illness or disability, the charter school will accept an excuse/letter from a licensed medical professional that states that the student must miss school due to a specific illness, injury, medical condition or disability, and the parent/guardian may then submit additional excuses (beyond the ten (10) permitted) that refer to that specified reason for each subsequent absence directly related thereto. These absences will then be excused. A new excuse/letter from the doctor must be provided every forty-five (45) days.
2. Death in the immediate family.
3. Quarantine in accordance with latest Center for Disease Control guidelines.
4. Obtaining professional health care or therapy service rendered by a licensed practitioner.
5. Absences permitted by a student's IEP or written terms fixed by an administrator when there is no IEP.
6. Absences approved in advance by the Principal, such as college visits, military recruiting, required court attendance, replanned educational trips and tours, etc.
7. Absences in connection with approved school activities.
8. Authorized religious holidays documented to administrative satisfaction if other than those historically recognized by the charter school.

9. Religious instruction for up to a total of thirty-six (36) hours per school year. This shall require submission of a written request from the parent/guardian of the student prior to release of the student to attend and/or participate in religious instructional programs. The written request shall include the dates and hours for which instruction is requested, and such "released time" instruction shall meet all requirements of the School Code. Any transportation involved is the parent/guardian responsibility.

10. Impassable roads or other unusual traffic conditions or circumstances deemed appropriate by the Principal. (For example, a late arrival could be excused if there was an accident impeding travel or other appropriate unforeseen circumstances).

11. Circumstances related to homelessness and foster care.

#### **EXCUSE PROCEDURES AND REQUIREMENTS UPON RETURN:**

After an absence for any of the above reasons, the student ***must submit an excuse signed by a parent/guardian while providing the name of the student, date, days of absence and reason for absence. The excuse must be submitted to the main office.*** Failure on the parent's/guardian's part to provide a written explanation for the student's absence and failure of the parent/guardian or student to present such an excuse within three (3) school days of the student's return to school, except under extenuating circumstances, will result in an unexcused absence being recorded. Once an unexcused absence is recorded for failure to submit a timely excuse, an excuse will not be accepted for that absence.

As required by law and regulation, students shall be excused from the requirements of regular attendance at this charter school for the following:

1. On certification by a licensed medical professional or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.\*\*

***\*\*In these situations, the student shall have an IEP or written terms fixed by an administrator when there is no IEP explaining how the child shall receive instruction while unable to attend the public schools or there shall be such other arrangements as may be required by the Secretary of Education or applicable laws and regulations.***

See Compulsory Attendance Policy 204 on the website for more information.

#### **EARLY DISMISSAL PROCEDURES:**

Early dismissals can be used when students have an appointment with a healthcare provider or have a school-approved activity (ex. home district sporting event) that conflicts with the school day hours. Early dismissals should not be used for any unlawful reasons such as the student's employment, errands, skipping classes, etc. If your child will be leaving early from school, please ***send them to school with a note on or prior to the day of the early dismissal. In the provided note, please include the student's name, the date of the early dismissal, the specific time they will need to leave, and who they will be released to (parent/guardian or driving themselves).*** The student should submit the note to the main office during the homeroom period. The student will be issued a pass to leave class at the time designated for pick-up. At the designated dismissal time, the

student will be released from class and will need to report to the main office to sign-out with the main office administrative assistant. We understand that there may be occasions when an early dismissal is not communicated in advance; we request that this occurrence be minimal to reduce disruptions to the classroom environment. In this case, please call the main office immediately so your child and the teacher can be notified.

Upon return from the early dismissal (later that school day or the next school day), your child should provide documentation from their healthcare provider. If there are early dismissals that are reoccurring, such as multiple home district sporting events, we would request the parent/guardian provide the main office administrative assistant with a full season schedule in advance.

Early dismissals that occur that do not provide accompanying documentation (ie. note from healthcare provider, sporting event schedule, etc.), will become unexcused full or half-days in the school attendance records.

#### **VIRTUAL LEARNING DAYS ATTENDANCE PROCEDURES:**

The school calendar includes educational days that are used for virtual learning for students. On these days, students will be required to complete an attendance form between 7:45 a.m. and 8:30 a.m. The form will be shared through a Canvas announcement. After 8:30 a.m., the form will close and students who did not complete the form will be marked tardy. Any student who does not complete the form will need to call the school to be marked present for attendance and the unexcused tardy will remain. If a student does not contact the school by 2:50 p.m., the student will be marked absent, and an excuse must be provided or it will become an unexcused absence. Students are required to complete their live-taught Canvas assignments and CAOLA assignments on the virtual learning day.

#### **EDUCATIONAL FIELD TRIPS:**

The Principal may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the charter school if the following conditions are met:

1. The parent/guardian submits an educational trip form at least seven (7) days prior to the absence.
2. The student's participation has been approved by the Principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Principal.

A maximum of ten (10) Educational Field Trip absences will be approved.

#### **UNEXCUSED/UNLAWFUL ABSENCES:**

An unexcused or unlawful absence is an absence that is *not considered to have meet the conditions or situations that excuse an absence or the failure to provide a properly documented excuse after three (3) days will also render an absence unexcused/unlawful*. Students are *not permitted to complete missed assignments/tests* for days of unexcused/unlawful absence.

Examples of unexcused/unlawful absences in accordance with the Pennsylvania State Attendance Laws include, but are not limited to:

1. Truancy
2. Lack of transportation
3. Trips not approved in advance
4. Shopping or personal care appointments
5. Birthday or other celebration
6. Hunting, fishing, attending sporting events or any other similar event
7. Gainful employment (unless related to a school program)
8. Sleeping in
9. Any other reason deemed unexcused/unlawful

**TRUANCY:**

Truancy is when a student is absent from school for an unauthorized period of time without an acceptable excuse.

When a student has been absent for three (3) days during the school year without a lawful excuse, the school administration will provide notice to the parent/guardian and will include the offer of a School Attendance Improvement Conference. If a student is unlawfully absent subsequent to this notice, a School Attendance Improvement Conference will occur. The school administration will provide notice to the parent/guardian upon each incident of unexcused absence. The notice will also include a copy of the legal penalties for violation of compulsory attendance laws.

A student is considered habitually truant when they have been absent for six (6) days during the school year without a lawful excuse. When a student is habitually truant, the school will refer the child to any or all of the following:

- A school-based or community-based attendance improvement program
- The county children and youth agency (CYS) for services
- File a citation against the student or parent/guardian in the appropriate magisterial district court

A student who is truant or chronically absent for health-related reasons may be eligible for protections under IDEA or Section 504. If a student with a disability is truant or chronically absent, the school should convene the student's IEP team to determine whether revisions to the student's IEP are necessary or appropriate. In those instances, the administrator responsible for handling truancy-related matters should be a participating member of the IEP team process. A student with a disability who is truant or chronically absent for health-related reasons must still produce a valid excuse for any absence, which may include a written excuse from a physician.

The graduation ceremony at CASA Charter School is a privilege for students. Therefore, if a student has had more than ten (10) unexcused/unlawful days in their senior year, they may not participate in the graduation ceremony.

***Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from Charter School's rolls.***

For more detailed information about truancy and Student Attendance Improvement Conferences, please see Compulsory Attendance Policy 204 on the website.

**TARDY TO SCHOOL:**

Students must report to homeroom by 8:00 a.m. *Students who arrive after 8:00 a.m. must report to the main office to receive a late pass for entrance to their assigned class.* Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused reasons for tardiness. Lateness to school may only be excused by a school official under the following circumstances:

- Court appointment
- Illness of the student
- Student has a doctor/dentist appointment (A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify.)
- Family emergency
- Weather-related road conditions

Consequences for unexcused tardiness to school includes:

<b>6-8 Unexcused Tardies</b>	<ul style="list-style-type: none"> <li>• Main Office will alert Assistant Principal</li> <li>• AP will meet with student to develop a Tardiness Elimination Plan</li> <li>• AP will contact parent/guardian</li> <li>• AP will warn student of consequences for subsequent tardies</li> </ul>
<b>10 Unexcused Tardies</b>	<ul style="list-style-type: none"> <li>• Main Office will alert Assistant Principal</li> <li>• AP will assign one lunch detention</li> <li>• Possible referral to SAP team</li> <li>• Loss of privileges at discretion of Administration</li> <li>• Letter sent home to parent/guardian</li> </ul>
<b>15 Unexcused Tardies</b>	<ul style="list-style-type: none"> <li>• Main Office will alert Assistant Principal</li> <li>• AP will assign lunch detention for every day tardy subsequently</li> <li>• Possible referral to SAP team</li> <li>• Loss of privileges (food court, field trips, etc.) at discretion of Administration</li> <li>• Letter sent home to parent/guardian</li> </ul>
<b>20 Unexcused Tardies</b>	<ul style="list-style-type: none"> <li>• Main Office will alert Assistant Principal</li> <li>• AP will assign after-school detention for every day tardy subsequently</li> <li>• Loss of privileges (food court, field trips, school dances, etc.) at discretion of Administration</li> <li>• Loss of performance opportunities at discretion of Administration</li> <li>• Other consequences at discretion of Administration</li> <li>• Letter sent home to parent/guardian</li> </ul>
<b>25+ Unexcused Tardies</b>	<ul style="list-style-type: none"> <li>• Main Office will alert Assistant Principal</li> <li>• AP will assign after-school detention for every day tardy subsequently</li> <li>• Loss of privileges (food court, field trips, school dances, etc.) at discretion of Administration</li> <li>• Loss of performance opportunities/other consequences</li> <li>• Loss of graduation ceremony privilege for 12<sup>th</sup> graders</li> <li>• Letter sent home to parent/guardian</li> </ul>

*Students must be present by 11:00 a.m. in order to participate in an after-school event on that same evening.*

**CASA FIELD TRIPS:**

Periodic field trips are scheduled throughout the school year as part of the CASA curriculum. All students are expected to attend each field trip, which may extend outside school hours. Extenuating circumstances, which prohibit a student's participation, will be dealt with on an individual basis by CASA administration. A signed parent and school administration permission form may be required for field trips as determined by staff. Many times, students use downtown Harrisburg as their "classroom". Upon registration, all parents/guardians must sign the general permission slip granting their child permission to participate in walking "field trips" that may or may not be chaperoned by a staff member. All field trips that require transportation will use a separate permission slip that will be sent home. In order to attend field trips or participate in master class workshops that fall outside the designated class time, students must be academically eligible. Academic eligibility requires students to be passing all of their live-taught classes, on-pace with the benchmark guide in their CAOLA classes, have 90% or above regular and on-time attendance that school year, and have no behavioral discipline that school year. For all field trips, students must meet the eligibility requirements one week prior to the scheduled trip. Refunds will not be provided for students who are ineligible or cannot attend field trips for any other reason.

\*\*All school rules apply at off-site filming and field trip locations, along with performance and rehearsal venues.

**POST-SECONDARY INSTITUTION VISITATIONS AND INTERVIEWS:**

If a student wishes to visit a post-secondary institution (college/university, trade school, etc.), the parent/guardian must complete the Educational Trip Request Form (located on the school website and in the main office) and return it to the main office at least seven (7) days prior to the requested trip date. A reasonable number of requests will be honored for interviews or auditions at institutions of higher learning upon evidence that the student and parent have scheduled an appointment in advance. Additionally, the student should complete a Post-Secondary Visit Reflection and submit it for their Student Career Plan.

**EMERGENCY SCHOOL CLOSINGS:**

If the school must close because of heavy snowfalls or other emergencies, CASA will advertise its decision on the appropriate media channels: WHP 21, ABC 27, WGAL 8, and WPMT 43. CASA will make automated telephone calls / emails and will also list the information on its website and social media pages. If a parent or guardian does not receive the automated messages, they should contact the main office in order to provide an accurate telephone number and email address.

**HOMELESS STUDENTS:**

The McKinney-Vento Homeless Assistance Act requires states and schools to work to remove barriers to the education of homeless children and youth, including barriers to enrollment and retention due to absences. Compulsory attendance laws can be such barriers, particularly when they result in court involvement. Frequently, students in homeless situations will miss school due to their living situations. However, absences caused by homelessness must not be counted as unexcused

absences, as this would create a barrier to enrollment and retention in school. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. Please visit [casa-arts.org](http://casa-arts.org) for information regarding Pennsylvania’s Homeless Children’s Initiative (McKinney-Vento Act). If you believe you may be eligible, please contact CASA Charter School to find out what services and supports may be available.

## **GENERAL INFORMATION**

### **DAILY SCHEDULE:**

Doors Open 7:45 a.m.

School Starts 8:00 a.m.

Dismissal 2:50 p.m.

***\*\*All students must vacate CASA by 3:15 p.m. unless they are supervised by a teacher. Students are permitted to wait in Strawberry Square for their transportation to arrive.***

### **OBLIGATIONS:**

Students are obligated to return all supplies and equipment on time and in the same condition as when first issued. Students will be given an obligation slip when a charge is pending, and any item that is not returned will result in a fine. Furthermore, obligations will affect the student’s ability to obtain report cards, and the student’s diploma may be withheld until the obligation is paid in full.

### **PHONE USAGE:**

Students are permitted to use cell phones during non-instructional times. ***If cell phones are seen or heard during times of instruction, or without teacher permission, they will be confiscated, and a parent will be notified.*** Office personnel will handle emergency phone calls.

### **FOOD IN THE CLASSROOM:**

No food or drinks are permitted in classrooms or hallways at CASA unless explicit permission from administration is given. Water is acceptable. All food and drinks should be consumed in the CASA cafeteria.

### **TECHNOLOGY:**

CASA Charter School will provide technology access to all staff and students. CASA utilizes various platforms that require Internet access. Hotspots are available for student use, upon request. At the beginning of the school year, students will have the opportunity to request a school-provided laptop. The student is responsible for ensuring the device and its’ components are returned in good working order and condition; devices that are lost, broken, or require repair will be at the cost of the student. Misuse of the technology (see Rule 6 in the Student Code of Conduct) can result in disciplinary procedures.

To maximize learning and communication, students will be responsible for regularly and appropriately using the following Internet-required programs—school-assigned email and Google



Drive account, Canvas learning management platform, CAOLA online learning portal, and PowerSchool portal.

### **SEARCH AND SEIZURE:**

CASA Charter School acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. Lockers, shelves or cabinets may be provided. CASA's Board of Trustees reserves the right to authorize the Principal or his designee to inspect a student's storage space when there is a reasonable suspicion that the storage space is being improperly used for the storage of contraband, a substance or object the possession of which is illegal or any material which poses a hazard to the safety, sanitation and good order of the school.

A student's person and possessions may be searched by the Principal and his representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school.

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

### **FIRE DRILLS AND WEATHER ALERTS:**

Evacuation drills at regular intervals are not only required by law, but in the case of fire or emergency, they are vital in the preservation of life. Students and staff members should regard these necessary drills as a serious exercise.

In case of an emergency, the following rules should be adhered to:

- Students should follow the directions of the person in charge and should exit the building in a quiet and orderly manner.
- Exit from the building should be at a fast walk; do not run, but do not loiter.
- Doors and windows of the classrooms must be closed, and lights should be turned off.
- Roads should be kept clear for emergency vehicles.
- Teachers will be signaled to return to the building by an administrator following the drill.

In case of a weather alert signal, the following rules should be adhered to:

- Students should follow the directions of the person in charge and move from classrooms to the designated area away from windows and glass doors.
- Teachers will be signaled by an administrator at the end of the drill or emergency.

### **SCHOOL VISITORS AND CAMPUS SECURITY PROCEDURES:**

CASA's urban location should encourage students to be aware of safety issues. CASA strives to ensure the safety and security of all students, staff members and visitors, but this goal can only be achieved when every member does his/her best to help maintain a safe and secure environment. The following safety tips should be obeyed:

- Students may not leave their assigned class areas without permission.
- Students should ensure that only students and CASA staff have access to secure spaces. If someone else (parent/guardian, alumni, visitor, etc.) want to enter CASA, they should secure the door and tell them to use the doorbell to the main office for admittance.
- Students should keep their personal security pin code private and not share it with others.
- Students should report any suspicious activity, incidents, or individuals who do not belong in the facility to the Principal or teacher.
- Do not travel alone. Students must travel in pairs or in small groups.
- Students may not use any equipment or property of CASA without permission.

Visitors to CASA’s campus should be scheduled in advance. All visitors, including parents/guardians, should only use the 3<sup>rd</sup> and Walnut Street entrance. They should use the buzzer system and identify themselves on the video monitor. When they are buzzed into the secure vestibule, they should check-in through the window at the bottom of the steps. If the visitor is not staying, they can leave items in the secure vestibule or pass them through the window. For guests who are entering CASA’s campus, the main office administrative assistant will use the Visitor Management Registry System to create a photo visitor badge for each guest. Visitors will be required to provide a driver’s license or other photo identification to gain entry. The photo visitor badge provided must be worn at all times while on the campus. Upon completion of the visit, all visitors must exit through the main office and return their visitor badge when signing out.

## SCHOOL SERVICES AND RESOURCES

### HEALTH SERVICES:

A student who becomes ill while attending classes should report to the nurse’s office. The severity of the illness and the need to leave school must be reviewed by the school nurse. Efforts to contact parents will be made through the use of telephone numbers provided. Students will be released only to the individuals named as emergency contacts. ***Students may NOT contact parents to be released as an alternative to seeing the school nurse.*** In the absence of the nurse, the Principal or his designee will be responsible for release of the student.

In case of medical emergency, efforts to contact parents will be made through the use of telephone numbers provided on the student’s information form. ***If the emergency demands immediate professional medical attention, an ambulance will be called.*** Students (when possible) will be transported to the hospital specified on their information form. If a hospital is not specified, students will be transported to UPMC Pinnacle Harrisburg Hospital, 111 S. Front Street, Harrisburg, PA 17101. ***Student families are responsible for ambulance & medical costs.***

All immunization records must be submitted to the school nurse per Board Policy 203.3. Students who do not provide the appropriate documentation of their immunization records will be excluded from school until their records are up-to-date and on file. All 11<sup>th</sup> grade students are required to have a physical by their family doctor or the school doctor per Board Policy 209. Pennsylvania Department of Health guidelines require all students to have health screenings including vision and height/weight/BMI/BMI% screenings every year, and a hearing screening for 11th graders and other groups of students. The screenings are conducted privately.

## **MEDICATION:**

Any student in need of medication not covered by the school's standing orders during school hours must provide the school office with the following information:

- Written instructions from a licensed prescriber on the CASA Medication Order form (CASA website/from the school nurse) or all the information from that form on a prescriber's form/letterhead, with parent/guardian completion of the CASA form. Medication which can be legally purchased without a prescription must still be accompanied by the written order of a licensed healthcare provider in order for the school to administer the medication.
- All prescription medicine must be in the original container labeled with the child's name, medication name, and any other pertinent information or instructions. Over-the-counter medication must be in the original, unopened bottle with a readable label.
- Only the nurse will be able to administer the medication.

Any student in need of occasional use of over-the-counter medication authorized by our school physician's standing orders must have their parent/guardian approval and signature on the annual health update form. A new form should be completed for each current school year and returned to the school nurse.

Staff will refuse to administer a medication if the above criteria are not met. Parents should keep the school informed concerning any problems relating to the student's health and well-being.

## **FOOD SERVICES/LUNCH:**

Students will have the opportunity to purchase lunch from the Strawberry Square food court daily. Students are not permitted to access Rite Aid, Market on Market, or leave the Strawberry Square facility. Lunch will also be available in the CASA cafeteria (students must order ahead of time) or students may bring their own lunch. Student refrigerators will not be provided. Free and reduced lunch forms will be distributed during the first week of school. Students who fail to comply with the lunch rules will have their food court privileges revoked by administration.

## **CURRICULUM:**

A full description of the courses offered at CASA is available at [casa-arts.org/academics](http://casa-arts.org/academics).

## **ACADEMIC STANDARDS:**

All students of Capital Area School for the Arts Charter School shall be responsible for mastering standards as established and mandated by the State of Pennsylvania in each of the following areas.

1. Reading, writing, speaking and listening.
2. Mathematics.
3. Science and technology.
4. Environment and ecology.
5. Social studies (civics and government, geography, economics and history).
6. Arts and humanities.
7. Career education and work.
8. Health, safety and physical education.
9. Family and consumer science.

The school's curriculum is aligned to the State standards in order to provide a guaranteed and viable curriculum.

***Courses may be dropped in the first two-week period after the start of each new course, whether it is a full year, semester, or quarter long course, without penalty. Course change requests during the two-week drop period must be submitted in writing to the School Counselor using the appropriate form. If a CAOLA course is dropped after the two-week period, the student will be charged for the course.***

Course change requests must meet one of the following criteria:

- Academic misplacement as determined by previous subject grades, related standardized test scores, teacher information, evidence of sufficient student effort, and/or Principal approval
- Missing a graduation requirement
- Missing a course prerequisite
- Dropping a less difficult course for a more difficult course as approved by classroom teacher and Principal

Any course dropped after this two-week period must have substantial justification, extenuating circumstances and be brought before administration for a final decision.

If permission is granted, the course will reflect a WF or WP depending upon whether the student was passing or failing the course at that time. A W on a transcript will not affect a student's GPA. It is strongly suggested that careful consideration to course selection be given. Students should choose courses and levels that are appropriate to their needs, abilities, and the competitive realities of college admissions and employment opportunities.

\*\* Students who are placed into honors or advanced placement courses on the basis of a parent override are placed with the expectation that they will make good (grade of B) progress in the course. Any student who does not make good progress can be removed from the course and placed in a lower level course at the Principal's discretion.

Students are required to remain on-pace with their on-line (CAOLA) assignments. Pacing guides are placed throughout the school and online.

***Students are required to attend all after-school rehearsals. Their grade will be impacted if they miss these scheduled rehearsals. All students must participate in the Integrated Arts curriculum.***

### **GRADUATION REQUIREMENTS:**

Students at Capital Area School for the Arts Charter School must complete a minimum of 25 credits to meet graduation requirements. Those credits must include the following:

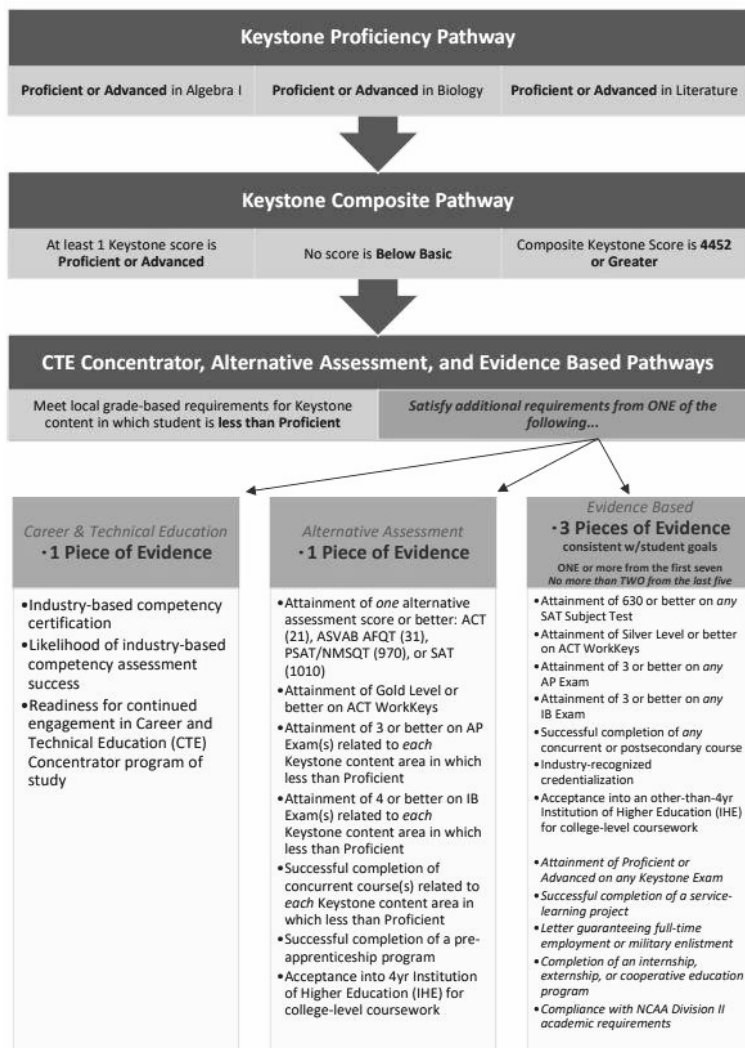
- English – 4 credits
- Mathematics – 3 credits
- Science – 3 credits
- Social Studies – 3 credits
- CASA Art – 2 credits per year while enrolled at CASA
- Health – .5 credit
- Physical Education – 1 credit
- Electives – Up to 5.5 credits (.5 must be earned in a live art elective)

All students must carry a minimum of 6 credits per school year.

In accordance with state requirements, students will be required to complete a minimum of eight activities which demonstrate College & Career Readiness by the end of their junior year.

The following Keystone Exams will be given as end of course exams: Algebra 1, Literature, and Biology. Remediation classes will be provided for non-proficient students before retaking a Keystone Exam.

All students must meet both the statewide and local graduation requirements per Act 158. Pennsylvania's statewide graduation requirements provide students with alternative pathways to demonstrate readiness for post-secondary success. These alternative pathways are outlined below:



Students and their parents should keep credit and proficiency requirements in mind when selecting courses. The counselor will have a record of credits earned and needed for graduation.

\*Note - Children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act shall be granted and issued a regular high school diploma by the Capital Area School for the Arts Charter School. This applies if the special education program of a child with a disability does not otherwise meet the established graduation requirements. Students with Individualized Education Plans (IEPs) may meet the requirements for graduation by meeting or exceeding goals as outlined and agreed upon within the IEP.

### **STATE ASSESSMENTS:**

All students at Capital Area School for the Arts Charter School will participate in all required statewide assessments as outlined in Pennsylvania's Chapter 4 requirements for the purposes of the school report card and graduation.

### **SUMMER SCHOOL:**

If a student fails any academic classes, it is imperative that he/she makes up those credits. Summer school is available through CAOLA and can be completed at home. Parents/Guardians are responsible for summer school costs. A maximum of two classes can be taken during summer break.

If a student fails their core art class, those credits are unable to be recovered through summer school CAOLA. Failure of a core art class will result in the student repeating that grade-level.

### **GRADING:**

The grading scale at CASA is as follows:

- A = 90-100% (4 GPA Points)
- B = 80-89% (3 GPA Points)
- C = 70-79% (2 GPA Points)
- D = 60-69% (1 GPA Point)
- F = Below 59%

All courses other than Advanced Placement courses have a 1.0 weight.  
Advanced Placement courses have a weight of 1.05.

### **HONOR ROLL:**

#### Highest Honors:

90% overall GPA  
No grades below 90%  
No letter grades (P, F, M, I, etc.)

#### Honors:

85% overall GPA  
No grades below 80%  
No letter grades (P, F, M, I, etc.)

### LIVE-TAUGHT COURSES HOMEWORK/ASSIGNMENT POLICY:

For live-taught courses, all assignments are due to the teacher on the specified date in order to receive full credit. Anything that is handed in late will be worth 75% of the original possible points. No late work will be accepted after the unit of study has concluded.

When students are absent from school (excused) they will be permitted to make up their live-taught course assignments. They will have one day per each excused day they were absent to make up their live-taught assignments for full credit. Any assignment submitted after the allotted make-up time will earn 75% credit towards the assignment.

### CAOLA COURSES:

Our school utilizes CAOLA to provide students with online learning courses. CASA utilizes three CAOLA platforms for its courses—Edison Learning, eDynamic, and Accelerate Education. All three platforms use remote teachers who can answer student questions, provide tutoring, and address issues related to the content. Students can use the CAOLA platform to communicate directly with their remote teacher.

Students will have a period within their schedule to work on their CAOLA courses. Each CAOLA period has a CASA teacher assigned to monitor the student's course completion and troubleshoot technology issues. CASA utilizes a benchmark system that helps students stay on pace with their course and provides them an opportunity to add percentage points to their end of quarter/semester grade in that course. CAOLA classrooms should be quiet and focused learning spaces. These class periods are not study halls or free periods and should be used effectively for student success in these classes. All CAOLA classes are due by 11:59 p.m. on the specified date. No extensions will be provided.

### DUAL ENROLLMENT:

CASA offers dual enrollment opportunities to eligible 11<sup>th</sup> and 12<sup>th</sup> grade students. Eligible coursework is offered at Harrisburg Area Community College (HACC) and Harrisburg University (HU). **All costs for dual enrollment (tuition, materials, fees, etc.) are the responsibility of the student and/or student's parent/guardian.**

In order to be considered for dual enrollment, students must meet the following requirements:

- Students must be in grades 11 or 12 with a minimum GPA of 80%, and have earned a minimum of 13 credits to be considered eligible.
- Students must display good attendance habits. To enter and/or maintain enrollment, the student may have no more than 10 days of absence at CASA or the higher education program.
- Students must display good school citizenship and discipline records will be considered for student approval. Permission to enroll is at the discretion of the Principal and School Counselor.

When a student completes an approved course through CASA's dual enrollment program, the high school transcript will reflect the letter grade and the high school credit earned. Students generally will earn 3.0 college credits (shown on the college transcript) and 1.0 weight high school credit per class (shown on the CASA transcript and calculated into your GPA). Note: There is no guarantee

that your college course credits will transfer to the college you attend after high school. College courses taken during the summer will NOT count for credit at CASA.

### **NCAA REQUIREMENTS:**

CASA offers many NCAA approved courses which allows for NCAA student eligibility at many post-secondary institutions. If a student is interested in pursuing NCAA eligibility, they should make an appointment with the School Counselor for more information.

## **PARENTAL INVOLVEMENT**

### **PARENT OPEN HOUSE:**

The faculty and staff invite parents/guardians to visit CASA during the Open House in September. Please make a special effort to meet the staff and learn about the opportunities available to students at CASA.

### **PERFORMANCES/SHOWS:**

Parents, friends, and families are encouraged to attend all student performances and shows throughout the school year. Parents will be informed of these events by email and school website.

### **VOLUNTEERS / PTO:**

Parents and community volunteers have a significant impact upon the services provided to students and staff. CASA welcomes such involvement by parents and other interested parties.

Adult volunteers are welcome to work at CASA in areas of special interest, including participating in advisory committees, fund-raising, chaperoning events, and assisting in performances. Volunteers may also be asked to serve as student mentors or sources of information for special projects. To volunteer, please call the CASA office at 717-732-8450 during school hours.

All volunteers and chaperones will need current (within one year) Child Abuse Clearances and Criminal Background Clearances. These must be on file in the office.

**\*\* The Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2023-2024 School Year and Notice to Parents and Guardians Regarding the Disclosure of Student “Directory Information” can be found at [casa-arts.org](http://casa-arts.org).**

**\*\* The Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities and Notification of Rights under the Family Educational Rights and Privacy Act can be found at [casa-arts.org](http://casa-arts.org).**



## STUDENT CODE OF CONDUCT AND DISCIPLINE

CASA utilizes a Positive Behavior Interventions and Supports (PBIS) program to support positive behaviors within the school community. The expectations in our PBIS Matrix focus on the following areas for student behavior:

- Community
- Achievement
- Safety
- Accountability

### **Students must follow all expectations expressly stated in the Positive Behavior Interventions and Supports (PBIS) Matrix.**

This Code applies to any conduct that occurs:

- On school grounds at anytime
- Off school grounds at any school activity, function, or event
- Off school grounds when the conduct may reasonably be expected to:
  1. Undermine the proper disciplinary authority of the school
  2. Endanger the safety of members of the school community
  3. Disrupt the school
- While traveling to and from school, including, but not limited to, actions on any school bus, van, or public transportation

### **STUDENT RESPONSIBILITIES:**

Students, administration, and faculty are responsible for developing a climate within the school conducive to growth and learning. No student has the right to interfere with the education of his/her fellow students. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. (Policy #218 / Code of Conduct)

*Student responsibilities include:*

1. Regular and prompt school attendance.
2. Conscientious effort in academic and art classroom work.
3. Knowledge of and conformance to school rules and regulations.

*It is also the responsibility of the students to:*

1. Assist the school staff in operating a safe school for all students.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Exercise proper care when using public facilities and equipment.
4. Set up all necessary arrangements for make-up work when absent from school.
5. Be at their assigned area unless permission has been granted otherwise. No student may leave the campus space without permission from the office or his/her teacher.

*Students are not permitted to:*

1. Possess or be under the influence of alcohol or drugs on school property or at school activities.
2. Possess or to use tobacco on school property or at school activities.
3. Possess or use a weapon on school property or at school activities.

4. Use cell phones, headphones, paging devices, or MP3/audio players on school property during class time, unless class activities permit use of such items.
5. Remain on school property after 3:15 p.m. unless attending a supervised activity or program.

#### **SEXUAL, RACIAL OR OTHER HARASSMENT:**

CASA is committed to providing faculty, staff, and students an educational environment free from all forms of sexual harassment, intimidation, hostility, offensive behavior, and unlawful discrimination. By way of example and not limitation, such improper conduct may take the form of:

1. Verbal or written derogatory or discriminatory statements, racial slurs or unwelcome sexual remarks or advances.
2. Discrimination or verbal or written derogatory statements based on race, color, religion, gender, national origin, age or disability.

Any student, faculty, or staff member who is found, after appropriate investigation, to have engaged in the sexual, racial or other harassment of another student or employee will be subject to appropriate disciplinary action. Depending on the circumstances, sanctions may include expulsion or termination of employment.

Any student may file a complaint, but it is urged that such complaints be filed as promptly as possible so that necessary remediation can occur. However, complaints may be filed at any time and will be acted upon in accordance with policy. Students who feel that they have been victims of sexual, racial or other harassment should report such incidents to their teacher or another faculty member.

#### **LEAVING SCHOOL WITHOUT PERMISSION:**

Once students have arrived on school property, they are not permitted to leave prior to dismissal unless permission has been granted from a staff member and parent. Areas that students are NOT permitted to be in during school hours include Rite Aid, Market on Market, other stores within Strawberry Square outside of the food court, Strawberry Square public restrooms, and any space outside of the building. Leaving school without permission will result in a consequence, including possible suspension from school.

#### **ASSEMBLIES:**

Assemblies of the entire student body will be held at the discretion of the staff. No student will be excused from an assembly without permission from a staff member.

#### **PARKING LOT RULES:**

Students are responsible for all parking fees and/or parking violations. All school rules and expectations outlined in the Student Handbook apply to students in all parking facilities. Students who do not obey these expectations will be subject to disciplinary action.

#### **STUDENT DRESS:**

All students are expected to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

Students should adhere to common practices of modesty, cleanliness and neatness. Dance students will be notified of the dress code for their classes. Students are not permitted to wear:

- crop tops or any shirt that exposes the mid-section
- shorts or skirts that are shorter than one's fingertips
- clothing that exposes one's undergarments
- pajamas, lingerie/slip dresses, robes, or slippers
- hoods on sweatshirts/coats should be worn down
- costumes (except on school spirit days)
- any clothing that references inappropriate activities in a school setting
- blankets, pillows, or stuffed animals should not be carried

If a student does not adhere to the dress code, the student will be asked to change, or a parent may be called to bring in appropriate attire. Students who do not obey these expectations will be subject to disciplinary action.

## **RESPONSES TO DISCIPLINARY INFRACTIONS**

### **CLASSROOM/SCHOOL DISTURBANCES:**

The infractions and consequences/corrective actions listed below serve as a general guideline for student conduct and discipline and is not exhaustive. ***CASA reserves the right to amend or modify any disciplinary consequence on a case-by-case basis, as well as treat any infraction as a more serious infraction depending upon the circumstances, severity of the incident, and/or other factors deemed relevant by the Administration.*** Repeated violations, regardless of whether they occurred in the same school year or in prior school years, may result in a violation being treated as a more serious offense and may warrant suspension, expulsion and/or other disciplinary consequences connected with higher level offenses as reasonably determined by CASA on a case-by-case basis.

### **DRUGS AND ALCOHOL:**

If a student comes to school under the influence of drugs and/or alcohol, he/she will be subject to serious disciplinary action including possible police involvement. Actions to be taken will include any or all of the following: 10-day suspension, police notification, expulsion, and criminal charges.

### **CUTTING CLASSES:**

- First Offense – Parent will be notified
- Repeat Offense – Parent will be notified, escalating series of suspensions, and possible expulsion

### **DISRESPECT TOWARDS STAFF:**

Disrespect towards staff members will result in the notification of a parent. Other disciplinary actions may also take place.

### **FIGHTING:**

- First Offense – Parent conference / Possible suspension
- Repeat Offense (Or failure to stop when directed by teacher or fighting that results in serious injury) – up to 10-day suspension, informal hearing, police notification, formal hearing, possible expulsion, and criminal charges.

### **FORGERY:**

Any student who signs the name of a parent, guardian or teacher to a pass, early dismissal request, absence note or other school document(s) will be subject to disciplinary action.

### **POSSESSION OF AN ELECTRONIC DEVICE:**

Students are permitted to use electronic devices if they are used in accordance with the Acceptable Use Policy 815. CASA is not responsible for lost or stolen equipment. If a student is caught using an electronic device that is disruptive, during a time when the teacher does not permit it, or uses it inappropriately, the device will be confiscated, and a parent will be notified.

### **POSSESSION OF TOBACCO:**

Students discovered to be in possession of any tobacco product, electronic cigarette, vape pens, or other paraphernalia on campus or on a school trip will be subject to disciplinary action including but not limited to suspension and monetary fine.

### **POSSESSION OF A WEAPON:**

Students discovered to be in possession of a weapon will be referred to the Board of Trustees for expulsion. Further disciplinary action may include police involvement and criminal charges. Weapons include, but are not limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

### **PROFANITY TOWARDS STAFF OR TEACHERS:**

The use of profanity towards staff members or teachers is prohibited at all CASA activities and will result in a parent/teacher conference and possible suspension.

### **SEXUAL, RACIAL OR OTHER HARASSMENT:**

Students accused of harassment will be provided with a copy of the school policy. The complaint will be investigated, and appropriate disciplinary action will follow, including monitoring of the situation, discipline to resolve the complaint, parental notification and reporting to appropriate law enforcement authorities.

## **SUSPENSION/EXPULSION PROCEDURES**

### **IN-SCHOOL SUSPENSION:**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.
- (d) CASA has the responsibility to make provision for the student's education during the period of the in-school suspension.

**OUT OF SCHOOL SUSPENSION AND EXPULSION:**

Exclusion from school may take the form of suspension or expulsion.

- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
  - (a) Suspensions may be given by the Principal or person in charge of the charter school.
  - (b) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
  - (c) The parents or guardians shall be notified immediately in writing when the student is suspended.
  - (d) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
  - (e) Suspensions may not be made to run consecutively beyond the 10 school day period.
  - (f) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
  - (a) During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
  - (b) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
  - (c) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

- (d) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
- (e) Within 30 days of action by the Board of Trustees, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act 2004.
- (f) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance).

**HEARINGS:**

(1) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(2) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

- (a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- (b) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- (c) The hearing shall be held in private unless the student or parent requests a public hearing.
- (d) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- (e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- (f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- (g) The student has the right to testify and present witnesses on his own behalf.
- (h) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

- (i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible
  - (i) Laboratory reports are needed from law enforcement agencies.
  - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
  - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(3) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (k) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

- (a) The following due process requirements shall be observed in regard to the informal hearing:
  - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
  - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
  - (iii) A student has the right to question any witnesses present at the hearing.
  - (iv) A student has the right to speak and produce witnesses on his own behalf.
  - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

## **DETAILED GUIDELINES AND CONSEQUENCES FOR STUDENT BEHAVIOR**

To foster a positive school culture at the CASA Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at CASA Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of the CASA Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of CASA Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

CASA Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

#### **LEVEL I RULES:**

Various means may be used by school personnel on a case-by-case basis to discourage violations of Level I Rules (see means described above).

#### **Rule 1 No Student may disrupt the school or the learning environment.**

- Students shall act in a courteous manner at all times and toward all members of the school community and shall not engage in conduct that disrupts any school-sponsored or school-related educational program or activity.



- The following, although not exhaustive, shall be considered violations of this rule:
  1. Disobedience
  2. Disrespect
  3. Dishonesty
  4. Failure to follow established school rules
  5. Failure to attend class or late arrival to class without a valid excuse
  6. Failure to comply with the established dress code
  7. Failure to comply with the established attendance policy
  8. Loitering and/or failure to provide identification upon request
  9. Possession or use of look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
  10. Lying to school authority
  11. Failure to follow established classroom rules

**Rule 2 No student shall use offensive language.**

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she sends or forwards any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.

**Rule 3 Students shall maintain the highest standards of academic honesty and integrity.**

- Students are expected to submit assignments that are their own work and best efforts. This expectation is for both live-taught courses and online courses. The following acts are considered to be academic dishonesty and would violate our school's PBIS expectations.
- *Cheating* is any activity in which a student deliberately misrepresents their actual academic achievement.
- *Plagiarism* is a form of academic dishonesty where a student intentionally takes and/or uses as their own work another's published or unpublished thoughts, ideas, or writings. All of the following are considered plagiarism:
  - turning in someone else's work as your own
  - copying words or ideas from someone else without giving credit
  - failing to put a quotation in quotation marks
  - giving incorrect information about the source of a quotation
  - changing words but copying the sentence structure of a source without giving credit
  - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
  - verbatim repetition or paraphrasing, without acknowledgement, of another person's writing or work

- *Misrepresentation* includes any fabrication or false presentation of data, quotations, sources, or other information.
- *Aiding or Abetting* includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.
- *Asking, Persuading, or Coercing* another student to engage in any of the behaviors listed above is a violation of this policy.
- If a student engages in any of these behaviors, the following consequences will occur.
  - The student will receive a “0” for the assignment/assessment.
  - The teacher will notify the student’s parent/guardian.
  - The teacher will notify school administration.
- If these behaviors become a pattern, further consequences may occur such as administration-assigned detentions, poor/failing academic performance, and reporting of these infractions to post-secondary institutions.

**Rule 4 Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.**

**Rule 5 Students shall not engage in gambling, or take or place bets on chance for personal benefits.**

**Rule 6 Students shall not engage in improper use of technology.**

- Students shall respect the computer privileges granted to them and shall comply with CASA Charter School’s Acceptable Use Policy whenever they use the CASA Charter School’s computers, equipment, network system or any other technology owned by or licensed through the school.
- The following, although not exhaustive, shall be considered violation of this Rule:
  1. Giving his/her password to another individual
  2. Using another’s password
  3. Illegally downloading copyrighted material from the internet
  4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
  5. Harming, damaging or disrupting hardware and/or software
  6. Harming or destroying the data of another person or student
  7. Harming or destroying the internet or other school networks
  8. Purposely or recklessly creating, downloading, or uploading a computer virus
  9. Breaking into or hacking into other files or systems
  10. Accessing and/or altering school records, information or files without express permission
  11. Conducting any business enterprise
  12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in the school’s Computer Resources.

**Rule 7 Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.**

- A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to the school.
- A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or any properly leased or licensed to the school, or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.
- A student will be considered to have violated this Rule if he/she attempts to pass or solicit counterfeit money or to make counterfeit money.
- A student will be considered to have violated this Rule if he/she attempts to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

**Rule 8 Students shall not cause or attempt to cause physical injury to any member of the school community.**

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Physical contact by pushing, punching, shoving, slapping or hitting
  2. Physical contact by kicking
  3. Throwing any object that may cause injury to another at any member of the school community
  4. Spitting
  5. Roughhousing or horseplay

**Rule 9 Students shall not recklessly endanger any member of the school community.**

- Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.

**Rule 10 Students shall not falsely activate any fire alarm, security system, smoke detector or any other device which may cause disruption of the school community, fear or panic.**

- Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of the school building will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

**Rule 11 Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased, or licensed to the school, or while at any school-sponsored or school-related activity or event.**

**Rule 12 Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.**

Continual threats, harassment, bullying and/or intimidation are considered and treated as Level II offenses.

**LEVEL II RULES:**

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the Charter School. Violations of Level II rules can result in suspension from school and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

**Rule 13 No student shall engage in repeated violations of this Code.**

- A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.
- A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

**Rule 14 Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to the school or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with the school's Medication Policy.**

**Rule 15 Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.**

- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Unwelcome sexual advances
  2. Requests for sexual relations and/or favors
  3. Sexual comments
  4. Offensive sexually-oriented gestures, sounds, remarks or comments
  5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, or national origin
  6. Efforts to intimidate or bully
- Any of the above actions or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.

**Rule 16 Students shall not engage in any consensual sexual acts.**

**Rule 17 Students shall not force or attempt to force any other member of the school community to engage in any sexual act.**

**Rule 18 Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member or any other employee or agent of the school or any member of the school community.**

**Rule 20 Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.**

**Rule 21 Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by the school any weapon.**

- For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at the school in the event a student violates this Rule:
  1. The student will be detained and, where possible, brought to the office of the Principal or designee;
  2. The incident will be immediately reported to Police or any other appropriate authority;
  3. The parent’s or guardian/s of the student will be immediately notified;
  4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

A Serious Incident Report will be filed and should contain: Circumstances of possession and discovery of the weapon; Action taken by Police or other authority in response to the call for assistance; Action taken by the school, including details of contact with parent/s or guardian/s, filing of the report and notice to Police or other authority; An image of the weapon; A report to the Pennsylvania Department of Education.

**Rule 22 Students shall not engage in or attempt to engage in any conduct which endangers the health, safety or welfare of any other member of the school community.**

- The following, although not exhaustive, will be considered violations of this Rule:
  1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the school.
  2. Retaliating against any member of the school community who participated in any investigation or proceeding
  3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to the school.
  4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the school.

**\*\*All students must sign the electronic form acknowledging receipt of this handbook.\*\***

## STUDENT QUESTIONS/CONCERNS

When a student has a question or concern at CASA, they should contact the appropriate person to assist them with their needs. Below is a chart for student reference for who to direct their questions or concerns. Please start with the **first** contact and proceed through the chart if you are unable to get an answer from that individual or need further assistance.

Questions/Concerns	1st Contact	2nd Contact	3rd Contact
Live-Taught Academics / Arts	Classroom Teacher	Assistant Principal	Principal
Counseling / College Readiness	School Counselor	Assistant Principal	Principal
CAOLA	School Counselor	Assistant Principal	Principal
Transportation	Administrative Assistant	Assistant Principal	Principal
Technology	Classroom Teacher	Assistant Principal	Principal
Discipline	Classroom Teacher	Assistant Principal	Principal
Special Education	Special Educator	Assistant Principal	Principal
Clubs / eSports Team	Program Advisor	Assistant Principal	Principal
Student Assistance Program	School Nurse	School Counselor	Assistant Principal
Attendance / Tardies	Administrative Assistant	Assistant Principal	Principal

KEY		
Administrative Assistant	Destinie Hills	<a href="mailto:dhills@casa-arts.org">dhills@casa-arts.org</a>
School Nurse	Ann Stillwater	<a href="mailto:astillwater@casa-arts.org">astillwater@casa-arts.org</a>
School Counselor	Emily Rudy	<a href="mailto:erudy@casa-arts.org">erudy@casa-arts.org</a>
Special Educator	Adam Shickley	<a href="mailto:ashickley@casa-arts.org">ashickley@casa-arts.org</a>
Special Educator	Krista Werner	<a href="mailto:kwerner@casa-arts.org">kwerner@casa-arts.org</a>
Assistant Principal	Ann Marie Cirillo-Creekmore	<a href="mailto:acirillo@casa-arts.org">acirillo@casa-arts.org</a>
Principal	Amanda Rhinehart	<a href="mailto:arhinehart@casa-arts.org">arhinehart@casa-arts.org</a>
Chief Executive Officer	Timothy Wendling	<a href="mailto:twendling@casa-arts.org">twendling@casa-arts.org</a>



